



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR



**SYSTEMS SOFTWARE
SPECIALIST I (SUPERVISORY)**

LM61 1588 7IR21

**DEPARTMENTAL PROMOTIONAL
STATEWIDE**

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below and have a permanent civil service appointment with the Department of Industrial Relations, excluding State Compensation Insurance Fund as of May 11, 2007, the final filing date.
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov .
CROSS-FILING INFORMATION	Examination for the classifications of Associate Systems Software Specialist (Technical) and Systems Software Specialist I (Supervisory) will be held at the same time. If you meet the entrance requirements and wish to apply for these examinations, you should file only one Application Form 678 . Put the title of each examination you wish to take in Section 1 of the application.
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than May 11, 2007, the final filing date . Applications postmarked, personally delivered or received via inter-office mail after the final filing period will not be accepted for any reason
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$5142 - 6565 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations, Division of Information Systems.
EXAMINATION LOCATION	Oral interviews will be scheduled in Oakland only.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in June/July 2007 .
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by May 11, 2007, the final filing date . Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>One year of experience in the California state service performing duties comparable to an Associate Systems Software Specialist (Technical).</p> <p style="text-align: center;">Or II</p> <p>Thirty months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent systems programming, leadership over a group of systems software programmers, or participation on software project teams.</p> <p style="text-align: center;">Or III</p> <p>Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.</p>
POSITION DESCRIPTION	Under general supervision, acts as supervisor on complex systems software projects.
QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%	<p>The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">Qualifications Appraisal Interview</p> <p>Scope: In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Information technology systems (software) programming, equipment, and its capabilities and interfaces between hardware and software; 2. The requirements for the installation and implementation of the most complex information technology software systems; 3. The department's Equal Employment Opportunity objectives; 4. A manager's role in the Equal Employment Opportunity and the processes available to meet equal employment objectives; 5. Principles of personnel management, supervision, and training. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Write complex programs; 2. Develop detailed program specifications; 3. Analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; 4. Apply creative thinking in the design and development of

	<p>methods of processing information with information technology systems;</p> <ol style="list-style-type: none"> 5. Establish and maintain cooperative relationships with those contacted in the course of the work; 6. Work under pressure; 7. Communicate effectively; 8. Prepare effective reports; 9. Coordinate the activities of technical personnel; 10. Supervise technical personnel; 11. Effectively contribute to the department's equal employment objectives.
VETERANS PREFERENCE	<p>Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>